

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling S	section,				
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Education	Application Number			
	Office of Instructional Services	83-18			
Application Number	Division of Instructional Media Ser	Date Received Date Completed			
- management of the state of th	Media Field Services, #2054 Twin To	owers E			
	Atlanta, Georgia 30334	DEC 1 4 1982 JAN 2 4 1983			
2. Person to Contact	Working Title	Telephone Number			
Betty Gragg	Secretary/Se	enior 656-2418			
3. Action Requested a. ☑ Establish Retention Schedule; record will continue to accumulate. b. ☐ Dispose of present accumulation; no further accumulation anticipated.					
DA LA RICAN DE CONTRACTOR DE C					
c. U Amend Application 4. Dates of Series	5. Records Series Title (followed by title used in of				
Earliest Latest					
1970 To date	Local System Media Program Evalua				
6. Division and Office Function	n What is the function of the Division and the	Office in which this record series is created?			
Media Field Services provides consultative and technical assistance in planning, organizing, administering and evaluating media programs in local systems, implementing State Board Policy on instructional materials and equipment in local systems, conducting, workshops for media personnel, working with colleges, CESAs and others to improve media program development, and reviewing and making recommendations concerning plans for media facility renovation and construction.					
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7. Record Series Description	This file contains the following documents (include Attach samples of the file.				
Documents relating to:	Evaluating and assisting in the devel	opment of the media programs within			
each local school s	ystem.				
Included are:					
Evaluations of local media programs, copies of LEA media policies and procedures, locally developed media handbooks and other materials, correspondence, recommendations and reports to local system, and related documents.					
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		11-11. h. d-+-			
File is arranged: Alphabetically by system, thereunder chronologically by date.					
8. Monthly Reference Rate	How often are records referred to which are:				
1		Thirteen to twenty four months ald			
One to six months old 20; Seven to twelve months old 20; Thirteen to twenty-four months old 10; twenty-five months and older 5.					
9. Annual Rate of Accumulati					
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)			
±2-50-73; Rev. 7€ 5	(Over)				

YES NO	IU. Ouestionnaire	(Place an "X" in the proper col	<u>umn)</u>	
x		ol copy of the series?		,
x			requiring security handling? If yes, cite law or regulatio	n.
X	c. Is this a vital record?			
X	d. Does this series have historical or long term research value?			
N/A	•	o documents in the file make it needuled separately?	ecessary to keep the entire file for a long period, could t	hese
Х	 	on contained in this series ever pu	· · · · · · · · · · · · · · · · · · ·	
х	T 3.	on contained in this series ever an	nalyzed and/or recorded in a summarized report?	
х		ation of this series in your office	, or in another office or agency?	
X		a major portion of it) regularly n	nicrofilmed?	3
v		series result in a computer printe		
	ntion Requirements	•	s the series to be kept:	
a. S1	tate Law		d. Audit period	years,
1	tatute of limitation		e. Administrative need 5	years.
1 .	ederal law		f. Federal retention instructions	-
Atta	ch copy or excert of lav	vs or regulations. Explain admin	•	
Off	ice reference re	quirement.		
ł	•	-		
12. Appl	oved Disposition Instru	ctions This agency recomme	ends that the file series be cut off at the end of each:	
			Fiscal Year; Other	then,
1		-		
		area month(s)5		
4	ransfer to local holding	area; holdyear(s);	then	
1 5 7	_			
4		s Center; holdyear		•
X 0	estroy.			·
Z 0	estroy.	es for permanent retention.		
Z 0	estroy. Transfer to State Archive			·
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82 D	Pestroy Transfer to State Archive Other <i>(Specify)</i>	es for permanent retention.	(s); then	
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E C	Pestroy Transfer to State Archive Other <i>(Specify)</i>	es for permanent retention. all prior and future accumulation	(s); then	Date
E C	estroy, ransfer to State Archive other (Specify) se instructions apply to	es for permanent retention. all prior and future accumulation	(s); then	Date 12/10/82
E C	estroy, ransfer to State Archive other (Specify) se instructions apply to	es for permanent retention. all prior and future accumulation	ns of the series. Records Management Officer (Signature) Walku L. Baumgardner	12/10/82
Agency H	ransfer to State Archive other (Specify) se instructions apply to dead/Designee (Signate of Signate of Signat	all prior and future accumulation ure) Date 12,13,82	ns of the series. Records Management Officer (Signature)	12/10/82 Date
Agency I	ransfer to State Archive transfer to State Archive other (Specify) se instructions apply to dead/Designee (Signate Victoria) sendations in paraare approved.	all prior and future accumulation ure) Date 12,13,82 State Auditor/Designee	ns of the series. Records Management Officer (Signature) Walku L. Baumgardner State Records Committee (Signature)	12/10/82
These Agency I	ransfer to State Archive transfer to State Archive other (Specify) se instructions apply to dead/Designee (Signate Victoria) sendations in paraare approved.	all prior and future accumulation ure) Date 12,13,82	ns of the series. Records Management Officer (Signature) Walku L. Baumgardner	12/10/82 Date